



JULIAN WADDEN

NAME: RYAN BRANNEY
BRANCH: DIDSBURY
DATE: 14TH FEBRUARY 2017



8:30AM – Arrive at the office, it's time for breakfast and a coffee in the break out room!

8:45AM – Discuss instructions, offers and ongoing sales files. We also run through the previous day's activity to structure our work load for the day ahead.

9:00AM – Check my emails and respond where necessary, there are always more emails on a Monday!

9:30AM – It's time to gather feedback from the previous day's viewings, we always give our clients comprehensive feedback in a timely manner following a viewing at their property. Any offers made on a property are also swiftly communicated over to the client, along with the perspective purchasers' buying position. Any property valuation requests submitted through to branch are also dealt with as a priority.

11:00AM – Respond to property enquires, take calls from applicants and schedule viewings. You never get a second chance to make the right first impression, often telephone and email enquiries are the first point of contact with our clients. This is a great opportunity to offer our services in sales, lettings and financial services.

12 NOON – Vendor contact call, being client centric this is an excellent opportunity to appraise our marketing and talk strategy with the client. Usually over the telephone or in a branch meeting room, together we discuss the marketing, photography and property description to ensure their property is well positioned to achieve its true potential. It may also be appropriate to discuss comparables in the market place and make a price amendment in order to stimulate additional interest in the property.

1:00PM – It's time to break off for lunch!

1:30PM – Chase and progress my sales files. Building rapport and professional relationships with solicitors, surveyors and mortgage lenders is a crucial part of my role in order to manage a tight critical path from the initial negotiation of a sale through to the subsequent exchange and completion. I work closely with both the vendors and buyers solicitors,

making the process as stress free as possible for my client and buyer. Being organised and setting deadlines for third parties are important competences here.

3:00PM – It's time to spend sometime out and about on property viewings. Viewers will expect me to be knowledgeable about the property, its key benefits, the locality and the vendor's onward plans. Viewings are a great opportunity to demonstrate local area knowledge and to cross sell our services, for example scheduling an appointment to value their property.

4:30PM – Following on from negotiations earlier in the day it is time to put forward a revised offer to my client in order to negotiate a sale, this is a particularly rewarding part of the role as my client is delighted to have sold their property and all of our marketing efforts pay off. I need to ensure we've achieved the best outcome for the client whilst also acting as the buyers' expert adviser.

5:30PM – It's time to wrap things up for the day and put together a quick to-do list for the following day.

A LITTLE ABOUT ME:

Outside of work I enjoy socialising with friends, fashion, networking, travel and eating out.

Having an extrovert personality I like to spend my free time catching up with friends with a bottle of prosecco or a beer in the Heaton, Didsbury and Manchester's Northern Quarter. I am passionate about travel and enjoy going on city breaks, I most recently visited Berlin, Milan and Barcelona!